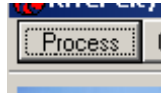


# Creating Unpostables

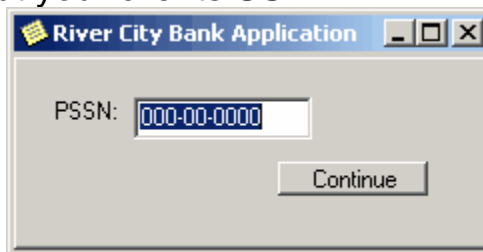
1. To create an unpostable you open the Process menu by clicking the **Process** Button.



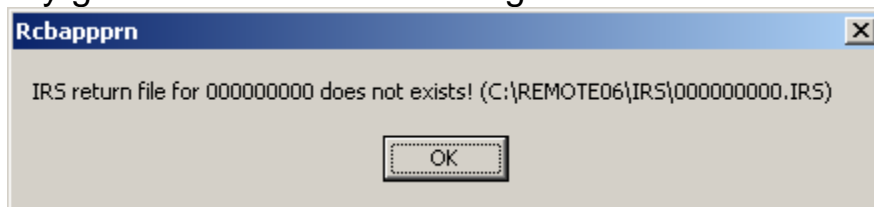
2. You should now see the unpostables button. Click on it.



3. When you click the unpostables button this screen will come up. You will need to input your clients SSN.



4. You may get this or a similar message. If so click **OK**.



5. The Bank application will then open. As much information as the software could be gathered will already be filled out. You will need to fill out all the remaining required fields. Press the **TAB** key to jump between fields. Do not enter any demcimals or commas in any of the fields. The dollars need to be whole dollar amounts, no cents. If the client has already completed a bank application select '**Has Prior App**'.

**River City Bank Application (UNP)**

File Save Settings

EFIN: 777777 Prep. Fee:  File1 Fee:  App. Date:  03/21/2007  
 Elec. Fee:  File2 Fee:   Has Paper App.

**Application Details:**

Name:  D.O.B:  SSN:   
 Spouse:  D.O.B:  SSN:

Street:  Home Phone:   
 City:  State:  Rltv. Ph:   
 ZIP:  Employer Ph:   
 Employer Ph(2):

Filing a Federal TaxReturn.  
 Requesting Debit Card  
 Card#:

Credit Check:  
 No  SSSN is Third Party  
 Individual  PSSN is Third Party  
 Joint

Product:  
 None  RAL  ERC  RET  
 Additional Product:  
 None  RTL  PSL

Filing State Return  Requesting a State ERC/RET

Federal Refund:  EIC, Local Taxes and State Refund Information is not required.  
 E.I.C:  RTL/PSL Amount:   
 Local Taxes:  State Refund:   
 Credit Check PIN:

Reset  Accept  Close

Callouts:  
 - Don't forget to enter you Fees!  
 - Click here if you don't need to print the application.  
 - Only Home Phone and Employer Phone are required.  
 - Make sure you mark what product the client wants.  
 - When the application is completely filled out Click here.

6. Once the application is completed click Accept. If you have not filled out a required field you may get a warning box similar to this one. If so correct the errors and click accept again.

(To see the **Accept**, **Reset**, and **Close** buttons your screen resolution must be at least 800x600.)

